



Job Opportunity

State Controller's Office

Position: Office Technician (General) - Administrative & Systems
Management Section

Statewide

Location: Accounting and Reporting
3301 C Street, Suite 500, Sacramento, CA 95816

Issue Date: 09/18/06

Final Filing Date: 09/22/06

Contact/Telephone:

Sylvia Brown, 916-445-7684
(Please reference full position title when inquiring
about the position.)

Who May Apply: Individuals who are currently in
this classification, eligible for lateral transfer or
promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-420-1138-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general supervision, the incumbent performs a variety of difficult and complex clerical and administrative duties. The incumbent, operating at the advanced journey-level of this class exercises a high degree of independence while performing the full range of duties including, but not limited to, the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Function as the division's ISO liaison and coordinate validating and processing requests for access to the FISCAL System.
- Develop a means to maintain records for information security audit purposes.
- Originate and amend forms and instructions related to access requests.
- Establish PC-based tracking log to maintain statistical data related to access requests.
- Maintain detailed inventory of IT related equipment including performing yearly physical inventory.
- Initiate and/or review purchase orders for IT equipment and related supplies.
- Prepare and write procedures, including necessary illustrations, for activities in the section.
- Provide customer service to FISCAL system users, and respond to inquiries to resolve specific user problems.
- Provide administrative and research support to special projects.

Desirable Qualifications

- Ability to complete assignments efficiently, accurately, and promptly.
- Familiarity with Microsoft Office Suite applications including Outlook, Word, Excel, and PowerPoint.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Ability to interact with all levels of staff and management.
- Initiative, tact, and diplomacy.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Accounting and Reporting

3301 C Street, Suite 500, Room 501

Sacramento, CA 95816

Attn: Sylvia Brown

Please reference full position title on application. Applications without the full title may be rejected.